



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93245-5001

NASLEMINST 5720.4B  
012

23 FEB 1996

### NAS LEMOORE INSTRUCTION 5720.4B

Subj: CONTINGENCY PLAN FOR MAJOR NEWS EVENT

Ref: (a) SECNAVINST 5720.44

Encl: (1) Contingency Plan Checklist

1. Purpose. To assign responsibilities, requirements and procedures to be implemented in the event of an occurrence of major news interest within Naval Air Station Lemoore control that would result in large numbers of news media representatives being on board the air station.

2. Cancellation. NASLEMINST 5720.4A

3. Discussion. Major news stories may involve not only aircraft disasters but also terrorist groups, hostage situations, natural disasters or any activity that creates a disruptive influence on the air station of sufficient magnitude to generate wide public interest. Any event which would direct great public interest could result in large numbers of news media representatives converging on the air station. Such representatives must be handled effectively, expeditiously, and courteously.

4. Definitions. In order to facilitate prompt and accurate compliance with this instruction, the following definitions are provided:

a. Major News Event. Any event or happening that would have broad news interest attracting news media representatives from outside the local central valley area.

b. Command Information Bureau (CIB). A temporary Public Affairs Office with suitable spaces for briefing media representatives and providing them with telephone service.

(1) Administrative/Housing Area Command Information Bureau. For news events in the Administrative/Housing area, a CIB will be established in the BOQ Conference Room for media use. Additional temporary telephones can be installed by Pacific Bell in one to four hours.

(2) Air Operations Area Command Information Bureau. For Air Operations area news events, a CIB will be established in the Operations Building utilizing the Commander, Strike Fighter Wing, U.S. Pacific Fleet Conference Room for briefings, and office

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space as assigned by the Air Operations Officer. Pacific Bell will respond per paragraph 5d(2).

5. Responsibilities

a. Public Affairs Officer (PAO). Responsible for implementing this contingency plan and for coordinating the total news media function.

b. Air Operations Officer. Will designate spaces in the Air Operations building (Building 001) for use as a command information bureau when needed.

c. Operations Duty Officer. Provides/coordinates transportation for media representatives in the Operations area as required.

d. Public Works Officer

(1) Provides onboard transportation of media representatives when conditions warrant grouping them for control purposes or to limit private vehicle access.

(2) Coordinate emergency telephones with Pacific Bell telephone company.

e. Security Officer. Transiting on or off the air station will be via the main gate unless otherwise directed. Media representatives will be escorted to the Command Information Bureau.

f. Administrative Officer. Will provide temporary augmentation of PAO staff from NAS departments to escort media representatives while on board the air station. Six petty officer first class/second class escorts will report to the PAO for a preassignment briefing. All media representatives will be escorted at all times.

6. Action. Department heads and appropriate action officers will ensure compliance with the provisions of this instruction.

  
G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)  
Lists B and E

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## PAO CONTINGENCY PLAN CHECKLIST

<u>Assistance Needed</u>	Telephone	
	<u>Working Hours</u>	<u>Non-working Hours</u>
1. <u>Spaces for Command Information Bureau:</u>		
Administrative/Housing Area -	3365	(CDO) 3300
Administrative Officer		
Operations Area - Operations Officer	1015	(ODO) 1023
2. <u>Escorts for media representatives:</u>		
Administrative Officer	3365	(CDO) 3300
3. <u>Transportation of media:</u>		
On runways and ramps - ODO	1023	1023
In buses or vans - Public Works	4199/	(CDO) 3300
Transportation	4196	
- CBU 406	4175	4175
4. <u>Telephone Installation:</u>		
Activity Providing Telephone Services (APTS)	1321	----
Base Communication Office		
Pacific Bell, San Diego	(619) 237-3325	----
5. <u>Gate clearance for media:</u>		
Security Officer	4811/ 4749	998-3386